



June 29, 2017

MEMORANDUM

TO: David Billingsley, CPSM, C.P.M., Chief Procurement Officer

FROM: Brian Ferrier, CPPO, Senior Purchasing Agent

SUBJECT: RFP17-0276, Request for Proposal for Group Term Life, Accidental Death and Dismemberment (AD&D), Short Term Disability (STD) and Long Term Disability (LTD) Insurance

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of Monday, June 26, 2017.

Approved:

David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

PROCUREMENT AND CONTRACTS DIVISION

City Hall • 400 South Orange Avenue • P.O. Box 4990 • Orlando, Florida 32802-4990
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FIRST ADVISORY COMMITTEE MEETING MINUTES

RFP17-0276

For

GROUP TERM LIFE, AD&D, STD AND LTD INSURANCE

Monday, June 26, 2017, 10:30 A.M.

Orlando City Hall, Fourth Floor, Tarpon Conference Room
400 South Orange Avenue, Orlando, FL 32801

First Meeting of the Advisory Committee (Committee) to discuss proposals submitted in response to RFP17-0276, receive input from the committee members, assign roles of committee members, and general overview of the RFP process.

Voting Proposal Advisory Committee Members Present:

Jessica Mason, Health Services Financial Manager, Human Resources Division (Chair)

Michael Flood, HR Assessment Consultant, Human Resources Division

David Wagg, Parks Assistant Division Manager, Parks Division

Cynthia Merrithew, Employee Benefits Supervisor, Human Resources Division

Donna Taylor, Accounting Operations Manager, Accounting Division

Technical Advisors to the Proposal Advisory Committee:

Janice S. Bush, RobinsonBush Benefits Consultants

Other Staff Present:

Brian Ferrier, Senior Purchasing Agent (Facilitator)

Others Present:

None

Brian Ferrier (Facilitator):

- 1) He introduced himself as the meeting Facilitator.
- 2) **He called the meeting to order at 10:46 a.m.**
- 3) He announced the meeting will be recorded.
- 4) He stated the date, time, place and purpose of the meeting.
- 5) He stated the meeting was publicly posted more than 48 hours in advance.
- 6) He addressed public input procedures (F.S. 286.0114) and announced that public visitors may listen and provide input, but time is not to be used as a question and answer session.
- 7) He provided the Committee with an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
- 8) He asked all attendees to sign the sign-in sheet.

Jessica Mason (Chair):

- 1) She introduced herself as chairperson for Proposal Advisory Committee.
 - 2) She advised the Committee that a quorum had been established.
 - 3) She asked all Committee members and others present to introduce themselves.
 - 4) She explained the Advisory Committee will follow Robert's Rules of Order.
 - 5) She asked Jan Bush to describe her role as City's Benefits Consultant and her role in the RFP process.
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Janice Bush (Technical Advisor):

- 1) She discussed the purpose of the Side by Side Proposer Worksheet Comparisons and Reference Checks. She advised the documents will be discussed in detail later in meeting when discussing the RFP evaluation criteria.
- 2) She turned the meeting over to Facilitator.

Brian Ferrier (Facilitator):

- 1) He verified all attendees signed the sign-in sheet.
- 2) He briefly discussed City Policy & Procedure 121.1 and 133.1 – Organization & Policy / Meetings, City Policy & Procedure.
- 3) He explained proposal copies are to be returned once the committee adjourns and any marks, comments, etc. made on the proposal copies become public record.
- 4) He explained all discussion must be factual and information based on submittals.
- 5) He explained committee members must keep Proposals confidential and protected for 30 days after opening.
- 6) He asked the Committee to review each proposal for compliance with minimum mandatory qualifications.
- 7) He advised the Committee members to evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- 8) He provided the Committee with an overview of the rules of Committee.
- 9) He discussed Proposer References.
- 10) He explained financial information verification and advised the Committee may request D&B Reports (Procurement will order, paid by Using Agency, cost ~\$100) and/or committee may assign a committee member to financial review and provide a financial report to the committee.
- 11) He advised the Committee M/WBE and VBE requirements are not required (waived) for Benefit Contracts.
- 12) He advised the Committee is to decide if Proposer Presentations will be needed and to schedule date and time requirements for presentations, Q&A sessions and presentation outlines.

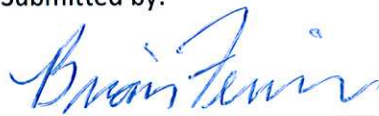
- 13) He announced the names of the four (4) Responsive and Responsible Proposers noting that there were contradictory statements in one of the Proposals that need clarification to deem responsiveness to the RFP requirements.
- a. Hartford Life and Accident Insurance Company
 - b. Metropolitan Life Insurance Company
 - c. Reliance Standard Life Insurance Company
 - d. Standard Insurance Company
- 14) He then turned the meeting over to the Committee Chair.

Jessica Mason (Chair):

- 1) She asked Janice Bush to lead a discussion to cover the information on the Side by Side Proposer Worksheet Comparisons and Reference Checks. Discussion ensued.
- 2) The Committee made a list of clarifying questions regarding their Responses to the Proposer Worksheets to ask Proposers to complete prior to the next committee meeting.
 - A motion was made by Jessica Mason (Chair) and seconded by Michael Flood to waive the option of running Dunn and Bradstreet financial reports. Discussion ensued. The motion passed unanimously.
- 3) Jessica Mason confirmed the date and time of the next committee meeting.
- 4) **Jessica Mason adjourned the meeting at 12:43 p.m.**

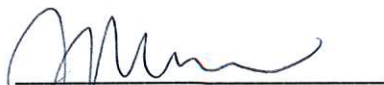
These minutes are considered to be the official minutes of the RFP17-0276 Advisory Committee meeting held Monday, June 26, 2017, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Brian Ferrier, CPPO
Senior Purchasing Agent (Facilitator)

Reviewed and Accepted by:



Jessica Mason, CEBS
Health Services Financial Manager (Chair)

Attachment(s): Sign-in Sheets
Side by Side Proposer Worksheet
Proposer References
Active Employees Flex Credits Funded 100% by City
Sample Employee Premium Impact

Sample Employee Premium Impact

Monthly Premium Comparison for 45 year old with \$50,000 annual earnings

	Current	Hartford	MetLife	Reliance Standard	Standard	
					Option 1	Option 2
Life Insurance \$100,000 Benefit						
Monthly Premium	\$10.60	\$13.30	\$12.30	\$10.60	\$13.10	\$12.70
Monthly Increase		\$2.70	\$1.70	\$0.00	\$2.50	\$2.10
STD						
Monthly Premium	\$12.69	\$10.38	\$12.69	\$10.79	\$12.69	\$15.58
Monthly Increase		-\$2.31	\$0.00	-\$1.90	\$0.00	\$0.00
LTD 50%						
Monthly Premium	\$23.38	\$18.00	\$30.38	\$21.04	\$25.71	\$26.88
Monthly Increase		-\$5.38	\$7.00	-\$2.33	\$2.33	\$3.50
LTD 66 2/3%						
Monthly Premium	\$49.21	\$37.88	\$63.96	\$44.29	\$54.13	\$56.58
Monthly Increase		-\$11.33	\$14.75	-\$4.92	\$4.92	\$7.38



1ST COMMITTEE MEETING SIGN-IN SHEET:

Date:	Time:	Bid Number:	Location:
06/26/2017	10:30 a.m.	RFP17-0276	Orlando City Hall, 400 S. Orange Ave., 4 th Floor, Tarpon Conference Room, Orlando, FL 32801
Title: Group Term Life, Accidental Death and Dismemberment (AD&D), Short Term Disability (STD) and Long Term Disability (LTD) Insurance			

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Procurement and Contracts 400 S. Orange Avenue, 4 th Floor Orlando, FL 32801	Brian Ferrier, CPPO, Senior Purchasing Agent <i>Brian Ferrier</i>	<u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3632	(407) 246-2863
City of Orlando	<i>David Mage</i>	<i>David.Mage@CityofOrlando.net</i>	407-246-3858	407-246-2702
City of Orlando 0375	<i>Donna Taylor</i>	<i>donna.taylor@cityoforlando.net</i>	407-246-2594	
City of Orlando	<i>Michael Flood</i>	<i>Michael.Flood@cityoforlando.net</i>	407-246-2215	407-246-2019
City of Orlando	<i>Cynthia Merithew</i>	<i>cynthia.merithew@cityoforlando.net</i>	407-246-2157	407-246-2512

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City of Orlando Procurement and Contracts 400 S. Orange Avenue, 4 th Floor Orlando, FL 32801	Brian Ferrier, CPPO, Senior Purchasing Agent	<u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3632	(407) 246-2863
City of Orlando	Jessica Mason	jessica.mason@cityoforlando.net	407-246-3969	
Robinson Bush, Inc.	Jan Bush	jbush@robinsonbush.com	407-377-1010	407-377-1011

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